



# Platicamos-ARMA

## Northern New Mexico Chapter

Volume 3, Issue 7  
February 2002

### President's Message—Barb Ricci

As we enter the second year of this millennium we find ourselves busier than ever ~ with family, work, home, and outside activities; it may seem like there is no time left for us. Having the opportunity to expand our own knowledge base may sometime feel limited because of other obligations. However, by marking the third Thursday of every month for 2 hours 11:30 – 1:30 pm, and attending your monthly NNMARMA meeting you will have the opportunity to learn something new and or expand your current knowledge on a subject that interests

you. After all, our careers are ultimately our choice. I have heard people say, “Well, I fell into the field of records management” but let us remember that it is our choice to stay in this field. So take advantage of the ARMA opportunity. Your membership participation is vital to the success of our Chapter. We value what you have to share and we value you as a member.

Thank you membership for attending this past month's meeting and presentation, we had a good turnout and everyone enjoyed themselves. We are on track for the New Year, and have already started game planning our COTY submission. Thanks to the committee members who volunteered to assist us with a winning entry.

Our monthly presentation was fresh and exhilarating with information presented by member, program chair and past president of the Camino Real Project, Liddie Martinez. As she spoke about the project of recording this history and the people that have been met along the way, one could not help but to go back in time. To remember our ancestors and what they gave ~ to allow their future generations the opportunity to worship, to share and to learn from their experiences. The Camino Real Trail is the longest and oldest historical trail through New Mexico. The photo exhibit that lines the walls at IMAGIC - Business Solutions is a true example of the beauty within our people, our culture and our heritage. As NNMARMA members, who may not have been able to attend the presentation and view the exhibit, still have this opportunity until the end of February when it will be crated back to Mexico. So come by or call for an appointment to view the photo, you will not be disappointed.

The spring seminar committee is eagerly planning the Seminar. Again, mark you calendar for April 25, Thursday at the Glorieta Conference Center. Our spring seminar will be part of a month long festivities planned for SIMM-Strategic Information Management Month from April 1-30, 2002, formerly known as National Records and Information Management Week. This international event emphasizes the impact that records and information management has on global business. It also provides information managers with more opportunity to promote the profession within their communities and throughout the world. Our Chapter will participate fully by offering numerous activities throughout the month, stay tuned for the events, they will be posted on our web site.

As always, “Welcome” to all our new members, and renewing membership ~please join us at our next meeting scheduled at the PTLA Training Center in Los Alamos, February 21. On behalf of the Chapter we welcome your talents, knowledge and outlook. We look forward to meeting you. Have a great month and God Bless!



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# Judge Alan Kirk, February Program

## Speaker—Liddie Martinez

Hello Everyone! Thanks to those of you who were able to participate in the January ARMA Chapter Meeting. I had a great time sharing information about El Camino Real de Tierra Adentro with members in attendance and encourage those interested to assist the efforts of the Executive Committee to generate collaboration and secure comprehensive environmental, historical and cultural programs for our children and the public at large. The photo exhibit will continue to be on display throughout the month of February. Anyone interested in touring the exhibit can come to IMAGIC between 9 AM & 4 PM Monday through Friday. I hope you enjoy and assist in the conservation, preservation and interpretation of our New Mexican history and culture.

Many of you may have noticed that there has been a change in speaker for our February Chapter meeting. We are very fortunate to have Judge Alan Kirk filling in for our scheduled speaker, Ms. Rebecca Colinsworth. Due to unforeseeable circumstances, Ms. Colinsworth will not be able to speak to us on behalf of the Los Alamos Historical Society. Ms. Colinsworth and her family are moving to another state and, unfortunately, the LA Historical Society is unable to make another speaker available to us. Our hope is that the NNM Chapter Program Chair next year will try to re-schedule the Historical Society after the new Archivist has had time to adjust.

Luckily, Judge Alan Kirk has been kind enough to schedule our Chapter for a tour of the Los Alamos County Municipal Court and speak to us about the management of judicial records. We will meet at PTLA Training Center for the February Membership meeting at 11:30 and conduct Chapter business while enjoying our brown bag lunch. At 12:30 we will then walk over to Judge Kirk's courtroom a couple of blocks west, for his presentation and tour.

Judge Alan Kirk is a graduate of Los Alamos High School and earned his B.A. at Eastern New Mexico State University. Alan is a very active member of his community currently serving as the Assistant Basketball Coach for Los Alamos High School and Assistant Coach for the Los Alamos Little League. He has served as Kiwanis President & Vice President and was an instrumental member of the Los Alamos Citizens Against Substance Abuse Group and the Adolescent Youth Task Force. Judge Alan Kirk has also served as Vice President of the New Mexico Judges Association.

**Look what you missed on last month's presentation. See the exhibit before it is too late. Don't miss out on February speaker. Mark your calendar!**



Want to get some education on the history of New Mexico and our neighbors...Camino Real de Tierra



Liddie Martinez gave an outstanding presentation on the Camino Real de Tierra Adentro. See Updates and announcements for more information.

## **Local Government Records Management In New Mexico**

**By Joseph V. Valdez, II**  
Agency Management Analyst

The management of information is an important duty that everyone throughout government must concern themselves with, as many laws upon this matter exist. New Mexico law on this matter extends to the county political subdivision of New Mexico government. Government operations within the state, below the state government level are more commonly referred to as local government operations within this state. Additionally, to foster good records local government operations within this state, the State Records Center & Archives (SRCA) of New Mexico has developed a number of Records Retention & Disposition Schedule(s) (RRDSs) that local government officials may use in the management of their documents.

Chapter 14 of the New Mexico Statutes Annotated (NMSA) for 1978 contains much law on this matter, and is the Chapter that comprises the enabling legislation for the New Mexico SRCA. One of the laws within Chapter 14 for "Obsolete county records; notice of proposed destruction; preservation desired by the state records administrator; delivery of documents" (§14-1-8, NMSA 1978) indicates that county officials who intend to destroy records shall give notice to the State Records Administrator of the kind of records to be destroyed, and of the date of the proposed destruction, at least sixty days before the date of destruction.

In conjunction with §14-3-6, NMSA 1978 on the SRCA's "Administrator's duties" the SRCA has developed Local Government RRDSs, known as LGRRDSs, to assist local government officials in the management of their documents. These LGRRDSs that have been approved by the New Mexico Commission of Public Records, and contain record series on documents with retention periods that are based upon state and federal laws, rules, and regulations. Additionally, as a courtesy to municipal government officials in the management of their documents, as the SRCA has no authority over the regulation of municipal government entities, a LGRRDS for New Mexico Municipalities was developed, which a number of municipalities have adopted through ordinances and resolutions. Moreover, the SRCA has developed RRDSs for General Administrative, Financial, and Personnel records that are common to all government entities, which all local governments entities may use.

Recently all of these schedules were converted into the most current New Mexico Administrative Code (NMAC) format. Additionally, the LGRRDSs may be accessed via the internet at the following website address: <http://www.nmcpr.state.nm.us/nmac>

This address will take you to the official NMAC site. By clicking on the Browse Compilation feature one will be taken to the NMAC Titles page. Clicking on Title 1 for General Government will take one to the Chapter page, and then by clicking on Chapter 19 one will be able to choose any of the LGRRDS that one wants to choose from for their operations. It is recommended that the portable document format (pdf) version of the schedule be printed if anyone wants a hardcover copy of any one of these LGRRDSs, as it does not contain the fluid text of the other version.

Likewise, clicking on Chapter 15 from the General Government Administration page will take one to the General RRDSs for Administrative, Financial, and Personnel records. However, one should remember that 1.15.3 NMAC for Administrative records, 1.15.5 NMAC for Financial records, and 1.15.7 NMAC for Personnel records are the schedules that are applicable to local government operations one these kinds of records in New Mexico.

The development of these schedules, and the easy access with which the SRCA has made them available through the internet, provides the local governments of New Mexico with one of the best opportunities existing within this nation to conduct good records management. As such, and all told, the SRCA has accomplished an outstanding job in the performance of its mission, via the development and the availability of these important tools for local government operations, without mentioning the other similar tools that exist for the management of state government documentation.



## NNM ARMA Booth Not Only Successful But Fun

by Sherry Guthrie

Have you ever offered to do something & then regret it? Or worse, look forward to it with dread? I dreaded having signed up to help man the Chapter's booth at the NM Governor's Career Development Conference. I just knew it was going to be boring & on top of that, I had to use a day's vacation to be able to stay all day.

My whole viewpoint turned around as soon as I got there. Having slept late, I had to run out of the house with no coffee, no breakfast, barely enough time for a cigarette. Walking in the exhibit hall I noticed a lunch counter being set up with coffee, tea, danish, bagels, muffins, the works & reasonable priced, too. So I had a lovely breakfast.

Hunger pangs out of the way, I arrived at the booth which had already been set up & manned the preceding day. Everything was put away safely under the table. I brought out the gift baskets, three lovely & enticing displays of Exotic food & candy. I put out the chapter brochures. I refilled the candy bowl & put out the entry forms & pens. Not only would the conference attendees enter our drawing for a lovely gift basket, they would also be added to our database for mailouts to the NNM ARMA seminars. Pretty neat, don't you think?

Then, one by one, I was joined by Dorothy Montoya from Los Alamos National Laboratory, Liz Jenkins from the Educational Credit Management Corps, and Leslie Monsalve-Jones from the NM State Library. We had a great time, chatting, sharing stories & in general learning about each other.

Other benefits to the day were the chance to go to all the other booths & collect art posters, office supplies, candy & other healthy food, a hand massage, a test for bone density & diabetes (these last two are V-E-R-Y expensive tests if done on the outside), to buy jewelry and clothes if we wished, and the list goes one & on. One lady who ran a bindery booth, very nicely bound one of our ARMA newsletters to show us her wares.

Our contest entrants were not all in records management, but those that were, left with a brochure & lots of info on ARMA. We had a great time exchanging information with them. Liz had to leave before lunch, but the rest of us enjoyed food from the lunch counter inside the exhibit area. Again, it was good & reasonable priced.

Then, when we were packing up to leave, wouldn't you know, the ARMA display didn't want to cooperate. It wouldn't collapse down & had us stumped until another booth owner came by & in a couple of minutes showed us how. Finally, a very nice custodian came by & brought us a cart so we could load everything & roll it easily to the loading dock. How nice those people were.

As I left the convention center after we all said good-bye, I thought "What a great time I had." There was never a dull moment; both the bone density & diabetes tests came up positive which was very comforting; & I spent the time with three lovely and very interesting people, getting to know them a little more. So. There you are. Sometimes those things you dread can turn out to be a wonderful surprise.

Note: What made it a wonderful experience?

All the expert planning by Lucille Sisneros. That included ordering the HQ ARMA Display in plenty of time, together with Karen K., buying the gift baskets, arranging for the booth, printing up entry coupons, buying sufficient candy, making sure we had membership applications, setting up a schedule for manning the booth.

Having two experts, Jerrold O. & Ernie M., from IMAGIC, set up the HQ ARMA display

Plenty of NNM ARMA brochures courtesy of Barb Taylor

Enough people to man the booth so everyone had time to enjoy the other events at the conference.

## *Fun Facts & Stats About Office Life!*

*-Liz Trujillo-*

- In 1850, 4 percent of Americans made a living from handling information. Today, information processing accounts for more than half of the U.S. gross national products.
- At the office, on average, 60 percent of each worker's time is spent processing documents.
- When asked to describe their organizational habits, 33 percent of office workers said they were "neat freaks," 27 percent said they were "pilers," 23 percent said they were "filers," 12 percent said they were "pack rats," and 2 percent said they were just plain "slobs."
- In a lifetime, the average North American will spend one year searching through desk clutter looking for misplaced objects.
- In a lifetime, the average North American will spend eight months opening junk mail.
- Eighty percent of filed papers are never referenced again.
- An average of \$250 is spent re-creating a lost document!
- The average North American will be interrupted seventy-three times a day.

-National Association of Professional Organizers

## **NNMC/ARMA Membership Meeting AGENDA –IMAGIC February 21, 2002**

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
  - a. January
7. Acceptance of Reports
  - a. Treasurer's Report (Barb Taylor)
  - b. Ristra Rewards (Teresa Garcia)
  - c. Membership Report (Stacey and Jerrold)
8. Unfinished Business
  - a. Spring Seminar (Sherry Guthrie)
  - b. COTY Prep (Barb Ricci)
  - c. Semi-annual Audit (Ernest Maestas)
  - d. Other
9. New Business
  - a. Upcoming Board Positions (Karen Kreutzer)
  - b. Other
10. Presentation: "A Look At Managing Judicial Records"  

- Presenter, Judge Alan Kirk  
(Los Alamos County Municipal Court)
11. Announcements
  - a. Next meetings— Board Meeting- March 7, 2002 IMAGIC

Membership Meeting –  
March 21, 2002.  
Santa Fe (New Mexico  
State Library, 11:30 -  
1:30)  
COTY Meeting immedi-  
ately following 1:30-2:00
12. Adjournment



## Chapter Officers

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How many ristra rewards  
have you earned? Teresa  
Garcia can tell you.

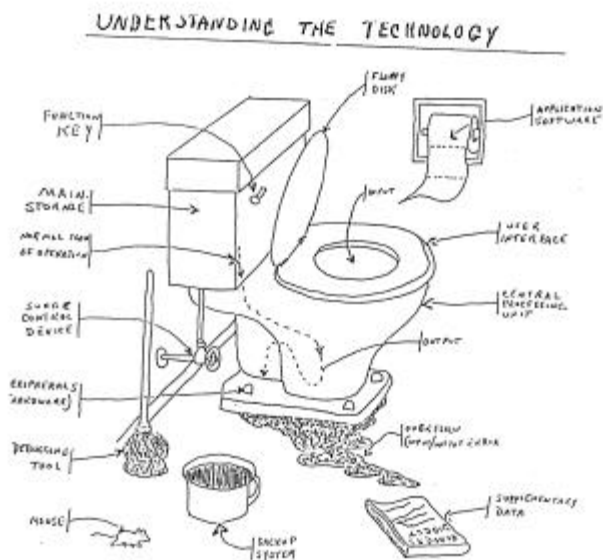


Northern New Mexico  
Chapter-ARMA

## Mission Statement

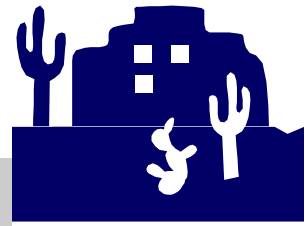
**“To Advance and Promote  
Records and  
Information Management  
(RIM) by sharing professional  
knowledge and exchange  
experience and information.”**

## Funnies



## CRM Corner—2002

-Sherry L. Guthrie, CRM-



Caption describing picture or graphic.

Well, our CRM candidates are now two for the upcoming May Exam: Grace Sossa-Yates (WI PP project in Carlesbad), and Liz Jenkins, (ECMC in Santa Fe). We wish them the best of luck in their efforts. Three others have announced their intent to apply for the November Exam, so that's great news.

For now, we would like to congratulate, in the name of the Northern New Mexico Chapter of ARMA, the two new (as of January 1, 2002) CRM's from New Mexico: Marvin T. Procter, CRM, from Tijeras and Peggy J. Warner, CRM, from Peralta. 24 new CRMs were named from the November 2001 exams and we are so proud that two of them came from New Mexico.

Something of great interest and benefit to prospective CRM candidates is the ARMA Southwest Region CRM Conference being held this year in Oklahoma City on February 20 and 21. From experience, I can tell you this two-day seminar is very helpful. You will take practice tests based on the multiple-choice exams and can get a very good "feel" for what the actual exam will be like. The sessions are presented based on the five exam sections: Management Principles; Records Creation and Use; Records Systems, Storage and Retrieval; Records Appraisal, Retention, Protection, and Disposition; and Facilities, Equipment, Supplies & Technology. The content of these sessions may be the basis of some of the exam questions. Hints on test strategies are also included. You can find more information by going to the web address:

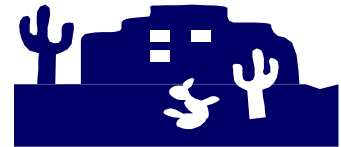
<http://www.shreve.net/armaokcity> or you can contact me to get a copy of the registration brochure.

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**Look at these helpful  
hints for preparing  
for the CRM exam.  
Congratulations...  
look who are CRM's**



## Chapter Committees and Chairs



- ◆ **Budget Committee**
  - ◆ **Audit Committee**
  - ◆ **Membership Committee**
  - ◆ **Program/Education Committee**
  - ◆ **Awards/Ristra Rewards Committee**
  - ◆ **Newsletter/Historian/Yearbook/COTY**
  - ◆ **Nominations Committee**
  - ◆ **Project ELF Committee**
  - ◆ **Library/CRM Liaison Committee**
  - ◆ **Seminar/Publicity Committee**
  - ◆
- Barbara Taylor  
Ernest Maestas  
Stacey McCall and  
Jerrold Ortega  
Liddie Martinez  
Teresa Garcia  
Ana Martinez and  
Barb Ricci  
Karen Kreutzer  
Dolores Salazar  
Sherry Guthrie and  
Leslie Monslave-Jones  
Sherry Guthrie and  
Theresa Connaughton

Anyone interested in helping in any of these committees please  
Contact the Chairperson listed.

Earn Ristra Rewards,  
Expand your  
experiences, meet  
new people—Become  
a member of a  
committee.

## February 2002 Chapter Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 11:30 Board Meeting	8	9
10	11	12	13	14	15	16
17	18	19	20	21 11:30 mem- bership 1:30 Coty	22	23
24	25	26	27	28		





## *Updates and Announcements*



Southwestern Region

**AITC 2002 Annual Information Technolgoy Conference**  
**Denver Colorado March 18-19**  
**<http://cio.doe.gov/aitc/index.html>**

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**NNMC Spring Seminar**  
**Glorietta Conference Center**  
**April 5**  
**Stay tuned for more details**

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**The New Mexico State Library shelves have received many new books on Record Management, Retention, Archiving, Imaging, ect...Go to State Library web site.**

**[www.stlib.state.nm.us](http://www.stlib.state.nm.us)**

**The web site has a new design, go to the online catalog and if you know the title or the author or use the subject key. The State Library publishes a newsletter every week called "The Hitchhiker", there you will find all the new titles. It is now on the web site.**

**So come and browse the web site and if you find a book, use the inter-library loan at your local library or come down to the State Library.**

**If you have any question, give me a call at 476-9718 or you can email me [leslie@stlib.state.nm.us](mailto:leslie@stlib.state.nm.us).**

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**Due to certain issues the Camino Real Website is currently unaccesible. Although limited information can be found at the INAH site in Mexico - the site is in Spanish language**

**only. If you are interested see the following link:**  
**<http://www.unm.edu/~camino/inah1p.html>**



Our lives begin to end the day we become silent  
about things  
that matter."

- Martin Luther, Jr. King

## Accepting Change

by Barb Ricci



If you were asked, to identify three changes that are occurring within your organization or within our industry what would you say? Would you need to think about it, or could you answer quickly?

First, there is the trap of assuming that what is true and solid today will be true and solid tomorrow. This is recognized as the trap of denial. The second trap is the opposite, catching those who love change. It's the pitfall of changing just for the sake of changing. It creates chaos and wastes energy and other valuable resources. I am sure we all have met people like that and sometimes we are uncertain if they are coming or going.

However, we need to accept change. We need to flow with change or be crushed by it. Change is inevitable, therefore by developing flexibility to adapt to the change will cause less stress and hopefully we can enjoy it and learn something new and different. Change is constant and it is happening every second within us and around us, so let's grow from the experience.

One of the keys to success is finding a successful way of dealing with change. We can either grow and move forward or stay the same and be left behind. When we meet this exciting challenge, we begin creating within ourselves a way of viewing the workplace or our personal life. Allowing change and even embracing it when we see its advantages, is the beginning of something new and potentially advantageous.

We need to pay attention to what's changing at work, changing in our industry, changing in the economy, changing in the country, and changing in our world. We need to notice what new skills are being sought and what abilities are being valued in the new employees. If we need to make changes within ourselves to stay ahead, then do it. Finally, we should search out the technological changes going on around us and see how they will impact our future personally and professionally. Change can be good when we utilize it in a positive way, so don't be afraid to learn something new and *accept change*.

The important thing is this: to be able at any moment to  
sacrifice what we are for what we could be-  
come."

- Charles Du Bos